

**CALIFORNIA HIGH-SPEED RAIL AUTHORITY
DUTY STATEMENT**

PARF #46-9-089

CLASSIFICATION TITLE Personnel Specialist	OFFICE/BRANCH Administration/Administrative Services/Human Resources Section	LOCATION Sacramento
WORKING TITLE	POSITION NUMBER 311-001-1303-xxx	EFFECTIVE 03/22/19

GENERAL STATEMENT:

Under the direction of the High-Speed Rail Authority's (Authority) Staff Services Manager I (Human Resources Manager), the Personnel Specialist (PS), acts as the primary contact for designated programs within the Authority and is responsible for the maintenance of personnel documents of Authority employees and completing a variety of administrative tasks and projects related to the Human Resources Section (HR). The PS performs payroll and personnel functions for the Authority including processing benefits, employee appointments, separations, salary determinations, leave balances and other miscellaneous transactions. In addition, the PS processes State Disability Insurance (SDI) and Non-Industrial Disability Insurance (NDI) for Authority staff. The PS demonstrates a positive attitude and will promote and be accountable for the satisfaction and quality service and will initiate or recommend changes that promote innovative solutions to meet customer needs. In order to provide general clerical support to HR section, the incumbent will use a computer with Microsoft Office (MS) software (e.g. Word, Excel, and Outlook), in accordance with the Authority's established office guidelines.

TYPICAL DUTIES:

Percentage Job Description
Essential (E)/Marginal (M)

- | | |
|---------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 35% (E) | <ul style="list-style-type: none">• Process Personnel Action Request Forms; work with HR staff and control agencies for appropriate approvals and documentation needed for appointments, separations and miscellaneous transactions. Maintain accurate employment history records for each employee by keying into the State Controller's Office (SCO) system in accordance with the instructions outlined in the Personnel Action Manual. Determine final compensation and appropriate benefits for employees separating from state service to ensure timely payment of wages and benefits.• Perform salary determinations for appointments, reinstatements, transfers, demotions, punitive actions and range changes. Prepare, process and track range change documentation for all eligible employees. Calculate overtime rate, special pay, holiday pay or various leave usage using the Fair Labor Standards Act to accurately compensate employees. Calculate salary advances to issue timely and accurate pay for appropriate pay period when necessary. Process and manage garnishments and accounts receivable. Review SCO's View Direct screen daily to verify and release or hold pay as appropriate. |
|---------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

ADA Notice:

For individuals with sensory disabilities, this document is available in alternate formats. For information, please call the EEO Officer at (916) 324-1541, email at eeo@hsr.ca.gov, or write to: California High-Speed Rail Authority, at 770 L Street, Suite 620, Sacramento, CA 95814.

- 25% (E)
 - Performs a full range of difficult clerical work in the HR Section as required.
 - Performs all required HR Section reception tasks which include but are not limited to: answering the HR phone-line, answering the front desk window, and permitting entry for non-HR employees.
 - Develops, edits and maintains the Status Report, which includes tracking the receipt of Authority employee probation dates, Individual Development Plans, Performance Appraisal Summaries, duty statements, expectation memos, and incompatible activities statements.
 - Creates and routes Access Forms through Salesforce to obtain required approvals for Authority onboarding employees, working collaboratively with management and the Information Technology Office.
 - Makes photocopies, scans documents and prints HR materials.
 - Develops, edits and maintains various types of HR forms; including alpha roster, phone lists, tracking logs and other personnel lists as needed and as requested by HR staff.

- 15% (E)
 - Process Family Medical Leave Act (FMLA), complex NDI and Enhanced NDI transactions, SDI payroll and leave accounting for employees in different bargaining units and excluded employees. Duties include, but are not limited to, processing FMLA and NDI claims in accordance with established laws, rules and departmental policies. Monitors employees on SDI, ensures the appropriate documentation of SDI leave, and ensures the appropriate return of employees on SDI to pay status.

- 15% (E)
 - In order to ensure employee benefits (i.e., Health, Dental, Vision, Consolidated Omnibus Budget Reconciliation Act, and Flex Elect) are administered according to federal and state law guidelines as needed:
 - Reviews all benefit documents for accuracy by checking benefit codes, effective dates and the appropriate signatures by referring to the Benefits Administration Manual (BAM).
 - Key enters health enrollment documents via direct line to the MyCalPERS system and forwards all others to appropriate entities per BAM guidelines.

- 10% (E)
 - Post and reconcile leave usage in the California Leave Accounting System to ensure accurate compensation and leave benefit accruals by auditing timesheets. On a monthly basis, process and track hours worked for intermittent and retired annuitants to ensure time limits are not exceeded in compliance with applicable departmental, state and/or federal laws, rules, regulations, policies and/or guidelines. Prepare and submit Merit Salary Adjustments and Special Ingrade Salary Adjustments for intermittent employees. Reviews, interprets, and implements legislative changes, bargaining unit contract provisions, control agency manual revisions, CalHR Pay Letters and online HR Manual, SCO Payroll and Personnel Letters, and CalPERS Circular Letters. Provide assistance to office visitors at the front reception counter.
 - Update the HR bulletin board with new or updated forms, job postings, and posters.
 - Checks the HR lockboxes on each floor for confidential documentation provided by employees, receives, opens, date stamps, logs and distributes HR mail daily. Print postage for outgoing mail as needed.

KNOWLEDGE AND ABILITIES:

Knowledge of: Current office methods, procedures, equipment, basic math principles.

ADA Notice:

For individuals with sensory disabilities, this document is available in alternate formats. For information, please call the EEO Officer at (916) 324-1541, email at eeo@hsr.ca.gov, or write to: California High-Speed Rail Authority, at 770 L Street, Suite 620, Sacramento, CA 95814.

Ability to: Think logically, multitask, and apply laws, rules, regulations, and bargaining contract provisions concerning personnel transactions; independently interpret and use reference material; give and follow directions; gather data; design and prepare tables, spreadsheets, and charts; advise employees of their rights; consult with supervisors on alternative actions which they may take on various transaction situations; communicate effectively; operate a computer keyboard/terminal; establish and maintain cooperative working relations with those contacted during the course of the work; organize and prioritize work; create/draft correspondence; maintain personnel records.

DESIRABLE QUALIFICATIONS:

- Demonstrates interest in assuming increasing responsibility, sound judgment, loyalty and discretion.
- Actively participates on personnel-related team projects.
- Provides the highest level of customer service in all situations.
- Possesses a positive attitude.
- Can work in a fast paced environment.
- The ability to be flexible and motivated.
- History of excellent attendance
- The ability to work under pressure and perform multiple tasks with accuracy, precision and neatness.
- Detail-oriented.
- Strong organizational skills.
- Knowledge of modern office methods and equipment, including experience with personal computers utilizing MS Outlook, Word and Excel.
- Ability to effectively communicate orally and in writing.

SUPERVISION EXERCISED OVER OTHERS:

This position does not supervise.

PUBLIC AND INTERNAL CONTACTS:

Maintains good relationships with staff, management, department employees, other state agency employees, and the public. Incumbent must maintain a professional manner in dealing with staff or the public. Incumbent must work with others in a cooperative manner.

PHYSICAL, MENTAL, AND EMOTIONAL ABILITIES:

- Requires ability to effectively handle stress and deadlines.
- Appropriate dress for the office environment.
- Read various documents and resources.
- Effective communication with various clients.

ADA Notice:

For individuals with sensory disabilities, this document is available in alternate formats. For information, please call the EEO Officer at (916) 324-1541, email at eeo@hsr.ca.gov, or write to: California High-Speed Rail Authority, at 770 L Street, Suite 620, Sacramento, CA 95814.

WORK ENVIRONMENT:

The incumbent will work in a climate-controlled office under artificial lighting. The work site may have limited viewing access to the outdoors and the incumbent may be assigned cubicle space as a base of operation.

I have read, and understand the duties listed above and can perform them either with or without reasonable accommodation. (If you believe you may require reasonable accommodation, please discuss this with your hiring supervisor. If you are unsure whether you require reasonable accommodation, inform the hiring supervisor who will discuss your concerns with the Reasonable Accommodation Coordinator.)

Name of Employee: _____

Signature:	Date:
------------	-------

I have discussed the duties with and provided a copy of this duty statement to the employee named above.

Name of Supervisor _____

Signature:	Date:
------------	-------

ADA Notice:

For individuals with sensory disabilities, this document is available in alternate formats. For information, please call the EEO Officer at (916) 324-1541, email at eeo@hsr.ca.gov, or write to: California High-Speed Rail Authority, at 770 L Street, Suite 620, Sacramento, CA 95814.